

1-17-B. International Travel

International Travel is defined as travel outside of the 50 states, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States.

1. AUTHORITY. As provided under the Federal Travel Regulation (FTR), 41 CFR Chapter 300, to authorize and approve international travel and certain international travel related activities as follows:
 - a. International Travel Plans at the Regional Administrator level, authorizing the business need for the travel, specific contribution of the traveler, traveler arrangements;
 - b. Travel authorizations for international travel, permanent changes of station and the use of Move Management Contractors;
 - c. Emergency travel due to illness, injury, or a personal emergency;
 - d. Annual leave in conjunction with official international travel if no additional costs are incurred by the government;
 - e. Actual subsistence for per diem areas outside the continental United States (the 48 States and the District of Columbia) when unusual or unforeseen circumstances result in travel expenses not being adequately covered by the world-wide lodgings-plus per diem rates;
 - f. Use of non-contract air carriers when justified under the conditions provided in Agency policy;
 - g. Business-class air, rail and steamer as stated under the criteria provided in Agency policy;
 - h. Travel vouchers for international travel; and
 - i. Use of Foreign-Flag Carriers.
2. TO WHOM DELEGATED.
 - a. As to 1.a. through 1.g. and 1.i. above, for personnel below the level of the Deputy Regional Administrator, to the Deputy Regional Administrator. In addition, as to travel authorizations under 1.b. and as to 1.d. above, for travel under a blanket International

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Travel Plan by personnel at or below the Senior Resource Official level, to the Senior Resource Official (SRO).

- b. As to 1.h. above, for personnel within their organizations but under their level, to (i) the Assistant Regional Administrator, (ii) to Division Directors, and (iii) to the Regional Counsel and the Directors of the following Offices, who shall be considered the equivalent of Division Directors for these purposes: Great Lakes National Program Office, Office of Public Affairs, Office of Civil Rights, Office of Enforcement and Compliance Assurance, and the Indian Environmental Office.

3. LIMITATIONS.

- a. All international travel must be approved in advance by the AA for OIA or the AA's designee. Approval will be based on the submission of an International Travel Plan (ITP), EPA Form 4550-5, programmatic need, security situation, and receipt of clearance by the State Department.
- b. Annual leave in conjunction with official international travel must be detailed on OIA's International Travel Plan as approved by the approving official under paragraph 1.a.
- c. International Travel Authorizations must be approved following approval of the International Travel Plan by the official listed under paragraph 1.a.
- d. The Regional Administrator may use business-class travel only with approval by the CFO.
- e. The SRO may not exercise the authority delegated in 2.a. above for the SRO's own travel.

4. RE-DELEGATION AUTHORITY.

The authorities in 1.b. through 1.g. and 1.i. above may be re-delegated, for personnel at their same level or below, to the SRO or the Associate Director of the Resources Management Division (as the designee of the SRO). Neither the SRO nor the Associate Director of the Resources Management Division may exercise these authorities for their own travel. Further re-delegation is not permitted.

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5. ADDITIONAL REFERENCES. Additional information may be found in the EPA Travel Manual (Resources Management Directives System 2550B).